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## **GENERAL PROVISION**

All graduate students are advised to know and fully understand the Academic Regulations for Graduate Studies (Master of Public Health). It is the responsibility of all students to comply with all policies in these regulations.

The Senate, as the highest academic body of the University, has the right to amend any of these regulations from time to time when circumstances warrant it. The amendment will be effective from the date it is confirmed by the Senate. All amendments will be binding to current and prospective students.

These regulations bind all students registered under the University: both local and international students, international students who are involved in student exchange programmes, and students of the Cross-campus Programmes from other Public Universities or Private Universities.

Where the jurisdiction of the implementation of these regulations is not specifically stated, it is then in the authority of the Senate. The authority of the Dean is stated specifically in certain clauses of these regulations.

## DEFINITION OF KEY TERMS

These regulations are named the UNIMAS Graduate Studies Regulations (Master of Public Health). In these regulations (unless stated otherwise):

**"Academic Offence"** is any violation of the Academic Regulations of Graduate Studies (Coursework), the Academic Regulations of Graduate Studies (Master of Public Health), the Universities and University Colleges Act (UUCA), 1971 (Amended 2012) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.

**"Academic Punishment"** is a form of disciplinary action taken against students by the *Jawatankuasa Tata tertib Pelajar* (Student Disciplinary Committee) for academic offences.

**"Academic Session"** is the period of study which includes two (2) semesters and one (1) intersession and is known as the University Academic Year.

**"Active Students"** are students who have completed student registration and course registration for the semester.

**"Assessment"** is a mechanism to measure a student's academic achievement.

**"Audit Course"** is a course for which a student has registered but the credit hours are not considered in the calculation of the total credit hours required for graduation and the calculation of Cumulative Grade Point Average (CGPA).

**"Centre for Graduate Studies" (CGS)** is the academic entity established in UNIMAS to coordinate all graduate academic activities at UNIMAS.

**"CGPA"** (Cumulative Grade Point Average) is a measure of a student's academic achievement for the total semesters/intersessions completed.

**"Continuous Assessment"** is an assessment carried out throughout the course and it includes the different kinds of coursework and examination.

**"Coordinator"** is an academic staff appointed by the Vice Chancellor to coordinate a graduate programme.

**"Core Courses"** are compulsory courses that must be taken by students in a programme.

**"Course Registration"** is the process of students registering for certain courses in a programme within a determined period.

**"Course"** is a subject offered by each programme and has a specific code.

**"Coursework"** refers to work assigned to and done by a student within a given period, which is assessed as an integral part of the programme.

**"Coursework Programme"** refers to a postgraduate programme with a research component of less than 50% and approved by the Senate.

**"Credit"** is the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

**"Credit Transfer"** is the number of credits from other institutions that have been approved by the Faculty and considered for graduation.

**"Current Students"** are students who have completed at least one (1) semester of study at the University.

**"Dean/Director"** is the head of the Faculty/Institute/Centre appointed by the Vice Chancellor.

**"Deferment of Study"** is a temporary period when a student is allowed to delay or not to follow the programme.

**"Deputy Vice Chancellor (Academic and International)"** is the main University officer who assists the Vice Chancellor in academic affairs.

**"Disciplinary Offence"** is an offence under the Rules of the Universiti Malaysia Sarawak (Student Discipline) 1999.

**"Examination Hall"** is any place/space used for examination purposes.

**"Examination"** is a specific form of evaluation, conducted formally to test a student's achievement of learning outcomes in terms of knowledge, creativity and understanding of the contents of a taught course. In most cases, examinations are formally organised for the whole class in one sitting in a specific location within a prescribed time period.

**"Faculty Graduate Committee"** refers to a committee set up at the Faculty level and chaired by the Dean /Director to deal with matters concerning graduate studies at the faculty.

**"Faculty"** is the academic entity that offers academic programmes in the university, including any university centres or institutes that offer academic programmes.

**"Failing a Course"** is not achieving the minimum grade set by the University for a Course.

**"Fees"** are payment set by the University for a particular purpose.

**"Full-time Students"** are candidates who register for a complete programme and pay full fees at the time of admission (unless approved otherwise). They are required to attend all necessary courses subject to the stipulated rules and regulations, and complete the programme within a specified period of time.

**"GPA"** (Grade Point Average) is a measure of a student's academic achievement in a semester.

**"Grade"** is a measurement of a student's achievement or standing in a course, based on his/her course evaluation.

**"Grade Transfer"** is a course grade approved by the Faculty/Centre to be considered in the GPA and CGPA calculation.

**"Head of Department"** is the academic officer appointed by the Vice Chancellor to head a department in the Faculty.

**"Inactive Students"** are students who have not completed student registration and course registration.

**"Intersession"** is a study period provided during the semester holiday at the end of the academic year.

**"Learning Hours"** is the amount of learning time required to meet the credit requirements.

**"Lecture"** is the learning class of the course.

**"Part-time Students"** are candidates who register (by module or by course) and pay the appropriate amount of fees at the time of registration/enrolment into a programme. They are required to attend all necessary courses subject to the stipulated rules and regulations, and are allowed to complete their studies within a longer period of time.

**"Passing the Course"** is achieving a minimum grade of a course determined by the University.

**"Plagiarism"** is the act of using an idea, a word, or a work of another person without proper acknowledgements.

**"Postponement"** is a temporary period when successful candidates are allowed to delay their initial registrations.

**"Practical"** is a study session in the laboratory/studio or at the field for a course.

**"Programme"** means a Master or Doctoral Degree by coursework offered by the Faculty.

**"Recurring Fee"** is the annual fee paid by students to cover their insurance, medical and in-campus transportation services.

**"Regulations"** are regulations governing the graduate studies.

**"Semester"** is a period determined by the Senate for teaching and learning activities.

**"Senate"** is the highest academic body of the University with the right to control and to provide general instruction on teaching, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.

**"Student Disciplinary Committee"** is a committee chaired by the Deputy Vice Chancellor (Student Affairs and Alumni) and comprises the Deans of the Faculty/Centre. The Committee discusses cases of students who violate the academic regulations and Universities and University Colleges Act (UCCA), 1971 (Amended 2012) and Rules of Universiti Malaysia Sarawak (Discipline of Students) 1999.

**"Student Registration"** is the process of students registering for a programme in any semester/intersession and paying tuition fee within a stipulated period.

**"Student"** is a person who has completed student registration at the University.

**"University Graduate Committee"** (UGC) refers to the Graduate Committee chaired by Deputy Vice-Chancellor (Academic and International) and comprises the Deans/Directors of Faculties/Institutes/Centres which offer graduate programmes.

**"University"** is the Universiti Malaysia Sarawak.

## **REGULATIONS FOR GRADUATE PROGRAMMES (MASTER OF PUBLIC HEALTH)**

### **1.0 ACADEMIC SESSION**

- 1.1** The Academic Session of the Master of Public Health Programme is divided into two (2) semesters of twenty (20) weeks each and an intersession of twelve (12) weeks.

### **2.0 ENTRY REQUIREMENT**

#### **2.1 Malaysian Applicant**

- 2.1.1 Possesses a degree of MBBS/MD or other equivalent undergraduate medical qualification from an institution recognized by the Malaysian Medical Council (MMC).
- 2.1.2 At least one (1) year of post-full registration of clinical experience certified by the relevant authorities (three (3) years post-graduation).
- 2.1.3 Candidate must be registered with the MMC and possesses a valid Annual Practicing Certificate (APC).

#### **2.2 International Applicant**

- 2.2.1 Possesses a degree of MBBS/MD or other equivalent undergraduate medical qualification from an institution recognized by the Malaysian Medical Council (MMC).
- 2.2.2 At least three (3) years of post-full registration of clinical experience certified by the relevant authorities
- 2.2.4 Has English proficiency evidenced by the International English Language Testing System (IELTS) score of 6.0 or TOEFL equivalent.

### 3.0 STUDENT REGISTRATION

#### 3.1 New Student Registration

- 3.1.1 A candidate must register as a student in his/her respective programmes within the specified time decided by CGS. The study offer will be considered void if the candidate fails to register without any valid reasons.
- 3.1.2 For first time registration, the candidate is required to be present at the CGS and to produce original documents for verification.
- 3.1.3 Registration into a coursework programme shall be conducted online after payment for all current fees has been made and documents have been verified.
- 3.1.4 Requests for a deferment of registration for new students should be made to the Dean of the CGS by the end of the registration week and will be considered on a case-by-case basis.

#### 3.2 Current Student Registration

- 3.2.1 A current student must register as a student in his/her respective programmes for every semester/intersession on or before the date determined by the University.
- 3.2.2 The **programme registration is compulsory** and **students are fully responsible** to register online.
- 3.2.3 A student who fails to register without valid reasons shall be suspended from his/her studies for that semester/intersession. The student must register for the following semester/intersession within the specified time. Should the candidate fail to do so, his/her candidature will be terminated.
- 3.2.4 In exceptional circumstances, a student may be permitted to register late upon the recommendation by the relevant Faculty but not exceeding the fourth (4<sup>th</sup>) week of lecture in a semester and the second (2<sup>nd</sup>) week of lecture for intersession. In such cases, a **late registration fee of RM200** shall be charged.
- 3.2.5 Students who have deferred/have been suspended from their studies should register in the following semester/intersession after the expiration of deferment/suspension period.



- 3.2.6 The registration process is considered complete when the student has paid all current fees for the semester/intersession and all outstanding fees from the previous semester/intersession and completed the online registration.

### 3.3 Course Registration

- 3.3.1 The **course registration is compulsory** and **students are responsible** to register online for the courses which need to be taken in each semester/intersession.
- 3.3.2 Students are responsible for printing the registration slip and for ensuring the accuracy of the registered courses. If there are errors, the students must report to the CGS by the end of the fourth (4<sup>th</sup>) week of lecture during a semester and by the end of the second (2<sup>nd</sup>) week of lecture during intersession for correction.
- 3.3.3 Students can only register for the relevant courses that are offered in a particular semester.
- 3.3.4 Students must register courses according to the curriculum structure determined by the Faculty.
- 3.3.5 Grades will not be given if a student fails to register for the course.

### 3.4 Adding/Dropping Course

- 3.4.1 Students are allowed to add and/or to drop courses until the end of the second (2<sup>nd</sup>) week of lecture in a semester and until the end of the first (1<sup>st</sup>) week of lecture of an intersession.
- 3.4.2 Penalty will be imposed for the adding and/or dropping of courses with the approval of the Dean/Director after the end of the add and/or drop week.
- 3.4.3 The penalty for adding and/or dropping courses are as follows:

Semester 1 and Semester 2
(3rd week until 4th week)
RM200.00 per course
Intersession
(2nd week)
RM200.00 per course

- 3.4.4 Adding and/or dropping of courses after the fourth (4<sup>th</sup>) week of lecture in any semester and the second (2<sup>nd</sup>) week of lecture of the intersession is **not permitted**.

3.4.5 Grades will not be given if a student fails to register for the course.

#### **4.0 CREDIT SYSTEM**

- 4.1 Each course has a credit value based on the Malaysian Qualification Framework (MQF) criteria.
- 4.2 The credit value for each course is usually based on the learning hours.
- 4.3 The credit of a course refers to the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

#### **5.0 TOTAL CREDIT FOR THE PROGRAMME**

- 5.1 A student must complete a total of 40 credits required by this programme to graduate.
- 5.2 The Senate has the authority to amend the number of credits based on the needs of the programme from time to time.

#### **6.0 STUDY DURATION**

- 6.1 The study duration for this programme is 1 year (minimum) to 2 years (maximum) for full time mode and 2 years (minimum) to 3 years (maximum) for part time mode.
- 6.2 The student's status will be terminated by the maximum duration of the study period.
- 6.3 The duration of study for a student with a Failed and Terminated (GB) status but who has received the Senate's approval to continue study will include the student's entry year.
- 6.4 A deferment of study period will be considered as part of the study duration except for a deferment due to medical reasons or when the courses are not offered.
- 6.5 Any application to extend the maximum duration of a study period is subject to the Senate's approval.

#### **7.0 EVALUATION SYSTEM**

- 7.1 Evaluation Methods

- 7.1.1 A course evaluation is usually made in progression through formative and summative assessment.
- 7.1.2 Students will be barred from the End of Semester Examination if his/her class attendance is less than 80% of the total attendance required by a particular course.
- 7.1.3 The formative assessment consists of quizzes, seminar presentations, assignments, practical works or mid semester examinations. It contributes 30% to 70% of the marks allocated for each course, depending on the learning objectives and outcomes of the course.
- 7.1.4 The summative assessment consists of End of Semester Examinations for each course and the MPH Professional Examination.
- 7.1.5 The End of Semester Examination is carried out in the form of written examination, seminar presentations, final reports or viva. It carries a weightage of 30% to 70%.

## **7.2 The conduct of the End of Semester Examination**

- 7.2.1 It is an examination for each course conducted within the exam week in the end of the semester.
- 7.2.2 The passing mark for the course is 60 or grade B minus (B-). The mark is calculated after summing up both the formative and summative assessment marks.
- 7.2.3 A student who fails any of the courses will be given the special assessment as stipulated in regulation 7.7 in the Special Recurrence Assessment.
- 7.2.4 A student who fails the Special Recurrence Assessment of the course can repeat the entire course in the next available semester. Only **one** repeat of the course is allowed.

## **7.3 The Conduct of MPH Professional Examination**

- 7.3.1 The MPH Professional Examination is a stand-alone examination carried out in the Semester Intersession of the Master of Public Health Programme. It may consist of various components including written examination and comprehensive viva. The weightage of each component is decided by the Department of Community Medicine and Public Health, Faculty of Medicine and Health Sciences.
- 7.3.2 A student must pass all courses offered in Semester One and Two as a prerequisite to sit for the MPH Professional Examination.

7.3.3 The setup for comprehensive viva-voce examination are:

- i) The examination is a closed session.
- ii) No external observer is physically allowed in the viva session. The Master of Public Health Programme coordinator or the appointed person by the coordinator of the Master of Public Health and a time keeper are allowed to facilitate the examination.
- iii) The panel for the comprehensive viva-voce examination should consist of at least the following:
  - The Head of Department of the Department of Community Medicine and Public Health, or
  - A person delegated by the Head of Department of the Department of Community Medicine and Public Health

AND

- An external examiner appointed by the University

7.3.4 A student who fails the MPH Professional Examination can repeat the examination in the next available semester. Only **one** repeat of the MPH Professional Examination is allowed.

7.3.5 The MPH Professional Examination does not have any bearing on the CGPA of a student.

## 7.5 Grade Classification

7.5.1 The grade and grade point given for a course are shown in the following table:

Grade	Marks Range	Grade Points	Level of Achievement
A	80 – 100	4.00	<b>Pass with Distinction</b>
A-	75 – 79	3.67	
B+	70 – 74	3.33	
B	65 – 69	3.00	<b>Pass with Credit</b>
B-	60 – 64	2.67	
C+	55 – 59	2.33	
C	50 – 54	2.00	<b>Fail</b>
C-	45 – 49	1.67	
D	40 – 44	1.00	
F	< 40	0.00	

7.5.2 Course evaluation without grades can be given the following codes:

**L/G (*Lulus/Gagal* – Pass/Fail)**

This is given to courses in which the results are not graded but given the Pass (L) or Fail (G) status only. The credit is taken into account for graduation.

**TL (*Tidak Lengkap* - Incomplete)**

This is given, with the Faculty's approval to a student who has completed at least 70% of the course requirements based on acceptable reasons. The student must complete the full requirement of the course up to **four (4) week** after the semester ends in order to obtain full evaluation and grade.

**U (Audit)**

This is given to students who have registered and gone through a course as well as the evaluation for the course but was not given any grade. The "U" symbol will be recorded if the student passed the course. A student who does not meet the course requirement will not get any remarks.

**KK (*Kes Gangguan Kesehatan* – Health Disturbances)**

This is given to a student who is unable to continue a study due to medical reasons validated by a registered medical practitioner.

**TD (*Tarik Diri* – Withdraw)**

This is given to a student who has been approved to voluntarily withdraw from a study at UNIMAS.

**KT (*Kursus Tambahan* – Additional Course)**

This is given to courses taken by a student in addition to the compulsory courses. A student must go through the course and undertake the evaluation for the course. The grade point for this course will be included in the calculation of GPA and CGPA but the total number of credit hours for the Additional Course will not be taken into account for the purpose of degree conferment.

**Rn (*Kursus Ulangan* – Repeated Course)**

This code is stated on the semester examination slip for a course which a student has repeated after failing in the earlier attempt. Only the **latest credits and grade points** for the Repeated Course are taken into account in the calculation of the GPA and CGPA. The 'n' after the code R indicates the number of times the course has been repeated.

**KBn (*Kursus Baiki* – Improved Course)**

This code is for courses which have been re-taken for the purpose of grade improvement. The **best grade** will be taken into account in the calculation of the GPA and CGPA. The 'n' after the code KB indicates the number of times the course has been taken for grade improvement.

**PG (*Pindah Gred* – Grade Transfer)**

This code is stated on the slip/transcript of a student for courses which have been approved for grade transfer.

**7.6 Evaluation Results**

- 7.6.1 A student's academic performance in the semester/intersession is based on the Grade Point Average (GPA). The student's overall performance in a programme is based on the Cumulative Grade Point Average (CGPA). The method in calculating the GPA and CGPA is as follows:

**Grade Point Average (GPA)**

$$\text{GPA} = \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses in the semester}}$$

whereby:

$$\text{Total Grade Point} = \text{Grade Point} \times \text{Course Credits}$$

**Cumulative Grade Point Average (CGPA)**

$$\text{CGPA} = \frac{\text{The sum of all grade points accumulated to date}}{\text{The sum of all the credits taken to date}}$$

**7.7 Special Recurrence Assessment**

- 7.7.1 A student who failed a course will be given a special recurrence assessment in the same semester **within a specified time** after the announcement of the temporary results by the faculty. The maximum allowable grade is B although the student may have successfully obtained a better grade.
- 7.7.2 No fee is charged for the special recurrence assessment.
- 7.7.3 If the student fails the special recurrence assessment, the student is required to repeat the ENTIRE course in the next available semester. Only **one (1) repeat** are allowed throughout the study duration.

- 7.7.4 The recurrence assessment is not valid for the MPH Professional Examination.
- 7.8 Postponement of Evaluation
  - 7.8.1 A student who faces problems such as health disturbances during a course evaluation may apply to the Faculty for a postponement of the evaluation. The application should be made **not later than forty-eight (48) hours** after the evaluation has been conducted.
  - 7.8.2 An application to postpone a course evaluation on the basis of health disturbances should be accompanied by a medical certificate from Government Doctors, University Medical Officers or University Panel of Doctors only. Any certification from other medical practitioners has to be certified by the University Panel of Doctors. Applications on other reasons can be considered according to the Faculty's discretion.
- 7.9 Appeal to Review Course Grade
  - 7.9.1 An appeal to review a course grade should be submitted to the Faculty Dean after the temporary results have been announced by the Faculty. The appeal should be accompanied by a payment of **RM50.00 (non-refundable)** per course.
  - 7.9.2 To seek a review, a student must notify the Faculty in writing within the specified period after the announcement of the temporary results.
  - 7.9.3 The final result should be endorsed by the Faculty Graduate Committee.
  - 7.9.4 Each result given based on this method is **final** and no further appeal will be entertained after Senate's endorsement.
  - 7.9.5 In the case of a new mark/grade for a course is given upon a reevaluation, the new mark/grade will replace the earlier one and the CGPA will be re-calculated accordingly.
- 7.10 Announcement of Semester Results
  - 7.10.1 The results of a student's academic performance for each semester will be announced in the period determined by the University.
  - 7.10.2 Result slips will be distributed to the students through their respective Faculties or be obtained online.

- 7.10.3 The result slips of students who have been approved to graduate by the Senate (subject to clearance of any debt with the University), will be sent to their current registered addresses.
- 7.10.4 Students are responsible to inform the University of any changes to their personal information from time to time for the purpose of updating their personal data and records.
- 7.10.5 Applications for a reprint of the result slip can be made officially to the University with a payment of RM20.00 per slip.

## 8.0 STUDENT ACADEMIC STATUS

- 8.1 A student can be given the following academic status at the end of each semester:
  - 8.1.1 ***Lulus (L) – Pass***  
Students are given the Pass (L) status and are allowed to continue their studies if they obtained a **CGPA of 3.00 or higher**.
  - 8.1.2 ***Lulus Mengulang Kursus (LMK) – Pass but Required to Repeat Failed Courses***  
Students are given the status **Pass but Required to Repeat Failed Courses (LMK)** if they obtained a **CGPA of 3.00 or higher** but **Failed** in any of the courses taken and they are required to repeat the course.
  - 8.1.3 ***Lulus Bersyarat (LB) – Conditional Pass***  
Students are given the **Conditional Pass** status if they **obtained a CGPA between 2.67 and 2.99**. The students must improve their CGPA to **3.00 or higher** in the following semester.
  - 8.1.4 ***Gagal dan Diberhentikan (GB) – Failed and Terminated***  
Students will be given the **Failed and Terminated (GB)** status if they:
    - i) Obtained a **CGPA of less than 2.67** in any semester; or
    - ii) Failed to improve their CGPA to 3.00 or higher after obtaining the **Conditional Pass** status in the previous semester.

A student who still has the Incomplete (TL) grade in the evaluation of a semester shall not be given the status of Failed and Terminated (GB).



## 8.2 Continuing Study after Obtaining Failed and Terminated (GB) Status

Students who have been given the Failed and Terminated (GB) status may be allowed to continue their studies according to the following:

- 8.2.1 Students may continue their studies in the next semester based on their latest CGPA (prior to the GB status). All courses taken and passed can be considered except for failed courses which the students will have to retake

## 8.3 Replacement of Failed Courses

- 8.3.1 Students will be **charged per credit** for any repeated course (Refer to Appendix 1 of CGS Graduate Program Regulation).
- 8.3.2 If the failed course is no longer offered, students can compensate by taking another course in the same category.
- 8.3.3 For each repeated course, the latest grade will be taken into account for the GPA and CGPA calculation.
- 8.3.4 Students who have completed the required number of credits to graduate but are taking additional courses which they failed are not required to repeat these courses. However, the credits and the grade for the failed courses will be considered in the GPA and CGPA calculation.

## 8.4 Improving Grade/CGPA

- 8.4.1 Students may repeat a course which they have passed in order to improve the grade of the course, subject to the Faculty's approval.
- 8.4.2 Students may repeat a course until they obtain a grade with which they are satisfied within the maximum pre-determined duration of study.
- 8.4.3 The best grade will be taken into account in the calculation of the students' GPA and CGPA.
- 8.4.4 Students will be **charged per credit** for each time a course is repeated.
- 8.4.5 The fee for Improved Grade of any course is non-refundable if the students drop the course.

## **8.5 Repeating of Failed Professional Exams**

- 8.5.1 Students repeating the Professional Exam will be required to register for the exam. Students will be required to pay the stipulated fees in full before or at the time of registration.  
(Refer to Appendix 3 for fee schedule)

## **9.0 ACADEMIC ETHICS**

- 9.1 Disciplinary action will be taken upon students who are found guilty of copying or using others' work without acknowledgement (plagiarism) in their thesis.
- 9.2 Students who violate the University regulations and are found guilty by the Student Disciplinary Committee (Academic) can be punished according to the Universities and **University Colleges Act (UUCA), 1971 (Amended 2012) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.**

## **10.0 DEFERMENT OF STUDY**

- 10.1 A registered student may defer his/her registration with approval from the Dean of CGS.
- 10.2 Application for a deferment of study must be made within a period of **four (4) weeks** at the beginning of a semester.
- 10.3 Application to defer after this period will not be considered except for health reasons.
- 10.3.1 A student who is unhealthy for a long period of time will be given a deferment of study for a semester by the Dean of CGS. In such cases, certification from a registered medical practitioner is required. Other certification can be considered in certain cases only after the student has gone through treatment from a registered medical practitioner. In the case of psychiatric problems, approval to register again is subject to the certification from a registered medical practitioner.
- 10.3.2 A registered medical practitioner who has treated the student must be from the groups of Government Doctors, University Medical Specialist, University Doctors, University Panel of Doctors or other doctors who are approved by the University.
- 10.4 Students who have been given a deferment of study will lose their status as University students during the deferment period, and therefore will not be

allowed to use the University facilities. However, they may continue to have informal consultations with their lecturer(s) about the programme.

- 10.5** The duration of the deferment will be taken into account in the student's maximum duration of study except for health reasons or in the case where the course is not offered in the semester.
- 10.6** A deferment period shall not exceed one (1) academic session throughout the entire study period.

## **11.0 SUSPENSION OF STUDY**

- 11.1** A student who does not register or does not apply for a deferment of study by the end of the registration period will be suspended from the study in that semester. The student must register in the following semester. Should the student fail to do so and does not apply for a deferment of study in the following semester, the student will be terminated.
- 11.2** The duration of the suspension of study is taken into account in the overall calculation of the student's maximum duration of study.

## **12.0 TERMINATION OF STUDY**

- 12.1** A student may be terminated from study at any time by the University in the event that the student:
  - i) Has exceeded the maximum duration of study; or
  - ii) Has exceeded the maximum allowable attempt for any examination as stipulated in this regulation book, or
  - iii) Has failed to re-register within the specified period after being given a suspension status in the previous semester; or
  - iv) Has consistently shown poor academic performance, poor attendance and poor overall attitude; or

- v) Has been deemed medically unfit for further studies in the University, as certified by a Medical Board selected by the University; or
- vi) Has been found guilty of committing academic offences by the Student Disciplinary Committee.

## **12.2 Right to Appeal**

A student has the right to appeal in writing to the Dean of CGS against decisions made by the University related to his/her termination of study within one (1) month from the termination notice. Appeals against termination for academic offences (Refer to Article 13.1 (v) above which is to be read with the Universities and University Colleges Act 1971 and Universiti Malaysia Sarawak (Discipline of Students) Rules 1999) should be made to the Vice Chancellor.

- 12.3** No refund of fees will be given to student who has been terminated from his/her studies.

## **13.0 STUDY MODE**

- 13.1** The mode of study of the Master of Public Health Programme is full time / part time
- 13.2** Students are allowed to opt for or change their mode of study from full time to part time provided that all provisions in these regulations are met. They can only do it once during their entire period of study. However, the change of study mode is not applicable to international students.
- 13.3** With the Faculty's approval, students may apply for a change of study mode from the Dean of CGS.

## **14.0 APPEAL TO CONTINUE STUDY**

- 14.1** Students who have been terminated from their study can submit an appeal to the Dean of CGS against the decision and apply to continue their studies.
- 14.2** Each appeal must be submitted together with a RM50.00 payment receipt
- 14.3** A student whose appeal is approved will be imposed a fine of RM250.00 to reactivate his/her candidature.

## **15.0 WITHDRAWAL FROM PROGRAMME OF STUDY**

- 15.1** A student can withdraw from a programme by applying in writing to the Dean of UNIMAS Graduate Studies through the Dean/Director of the Faculty/Institute/Centre.
- 15.2** Students who have been granted permission to withdraw from their programme of study, but who have paid their tuition fees for the semester will receive a refund of fees according to the rate determined by the University (Refer to Appendix 2 of CGS Graduate Program Regulation).

## **16.0 CONFERMENT OF DEGREE**

- 16.1** A student must fulfil the following requirements to graduate and to be awarded the **Master of Public Health** Degree:
- i) Pass all the compulsory courses in the Master of Public Health Programme and fulfil the 40 credit hours requirement within the maximum duration of the study; and
  - ii) Achieve a minimum CGPA of 3.00; and
  - iii) Pass the MPH Professional Examination; and
  - iv) Recommended to be awarded the said degree by the University Graduate Committee (UGC) and endorsed by the Senate.
- 16.2** An application to reprint a replacement certificate can be made formally to the Registrar of Universiti Malaysia Sarawak by providing:
- i) A written application; and
  - ii) A payment receipt/money order for RM200.00 per version.
- 16.3** An application to reprint an academic transcript can be made formally to the Dean of CGS by providing:
- i) A written application; and
  - ii) A payment receipt/money order for RM100.00 per version.

## **17.0 FEES PAYMENT**

- 17.1** Students are required to pay the stipulated fees in full before or at the time of registration.

- 17.2** Tuition fees are payable on a semester/intersession basis.
- 17.3** Additional fees or payments may be charged for specific services, such as late registration, library fines, special courses and field trips.
- 17.4** Recurring fees will be charged to the students annually to cover their insurance, medical and in-campus transportation services.
- 17.5** All fees, which are non-transferable are to be paid accordingly.
- 17.6** The University has the right to review the fee structure and to impose any additional fees or payments for services rendered and any monies owing to the university.